



Regional District of Bulkley-Nechako
ENVIRONMENTAL SERVICES OPERATIONS SUPERVISOR
Location: Burns Lake, BC

The Regional District of Bulkley-Nechako is seeking applicants to fill a key position within the Environmental Services Department. The Environmental Services Operations Supervisor is situated in Burns Lake, BC, is permanent, full time, and includes a comprehensive benefits package. The wage for this position ranges from \$40.34 to \$47.20 per hour, depending on education and experience.

The Environmental Services Operations Supervisor is responsible for coordinating the overall operations of RDBN landfills, transfer stations, solid waste hauling services and liquid waste receiving facilities. This includes staff supervision, training, and scheduling the short and long-term activities of each field department. The Operations Supervisor will also engage in project management activities, including planning, budget management, logistics, procurement, and contractor supervision. Approximately 50% of the Operations Supervisors time is spent in the field conducting inspections, gathering information, and directing staff. The remaining 50% is dedicated to reporting, planning and administrative activities.

Main Duties and Responsibilities:

Supervise Field Staff:

- Provide direct supervision to ensure that all field staff are able to complete their duties safely and proficiently;
- Assist with hiring and oversee the training of new field staff;
- Monitor field staff and conduct annual performance reviews.

Supervise Field Operations:

- Ensuring all labour, equipment, insurance, and permits are in place;
- Ensuring that all on-site infrastructure is properly maintained and repaired;
- Ensuring that all vehicles and equipment are properly maintained and repaired;

Supervise Landfill Operations:

- Assist in the development and implementation of site design, operation, and closure plans;
- Assist with short-term planning and operations including coordinating additional labour;
- Manage, coordinate, or assist with special projects.

Project Management:

- Conducting investigations and providing recommendations for necessary projects;
- Assist in the development of project scope, specifications, and budget;
- Procure contractors and materials; prepare Requests for Proposals and Quotes;
- Project planning including scheduling equipment, contractors, and labour;

- Oversee construction work, maintain contact with contractors and monitor daily equipment, labour and materials used;
- Document projects through to completion and prepare reports and presentations;
- Act as project foreman in circumstances where RDBN acts as prime contractor.

Administration:

- Regularly reviewing, updating and developing standard operating procedures as required;
- Assisting in the preparation and monitoring of the department's budget;
- Preparing recommendations and requests for quotes for capital purchases.

Skills and Qualifications:

- Minimum 5 years Supervisory experience;
- Demonstrated Project Management experience;
- Experience with Occupational Health and Safety program development;
- Experience preparing Standard Operating Procedures;
- Proficient with technology (computers, smartphones, tablets);
- Proficient with Microsoft Word, Excel and PowerPoint;
- Excellent time management, priority assessment and organizational skills;
- Ability to work in groups and independently to complete tasks;
- Basic trades knowledge such as carpentry, mechanics, electrical and plumbing etc.;
- Experience operating and maintaining heavy equipment including excavators, crawler dozers, loaders, dump trucks, roll-off trucks, skid steers and 53ft tractor trailer units;
- Experience with the above equipment in earthworks, road building and other construction activities where achievement of proper elevation and grading would be an asset;
- Good public relations skills.

Education Requirements:

- Diploma (or greater) in a related field;
- Class 5 Drivers License.

Preferred Certifications

- OFA Level 1;
- S-100;
- WHIMS;
- Class 1 Drivers License;
- SWANA Landfill Operations Basics;
- Heavy Equipment Operators Certificate;
- Small Water Systems Operator Ticket.

Applications will be accepted until **4:30 pm, Friday April 30, 2021** at the Regional District office in Burns Lake or emailed to HR@rdbn.bc.ca and should be addressed to Alex Eriksen, Director of Environmental Services.